

19th May, 1939.

STRICTLY CONFIDENTIAL.*The Postmaster,***NATIONAL REGISTER SPECIAL CIRCULAR.**

(19th MAY, 1939.)

It is expected that a Bill to establish a National Register will shortly become law. For the purpose of establishing the Register, it is proposed to take a Census of all male persons aged 18 and under 65 some time during June, although the exact date has not yet been determined. The Bill provides that this will be done by making Cards, Instruction Sheets and Envelopes available on application at all post offices throughout the Commonwealth and requiring the persons concerned to call and obtain copies.

The object of this circular is to inform you in advance of the procedure to be followed in connexion with the taking of the Census.

It would be greatly appreciated by the Commonwealth Statistician if you would make yourself familiar with the Card and Instructions and thus be able to offer such advice and assistance to the public as may be sought by persons filling in their returns. It will be unnecessary to emphasize the great importance of securing complete and accurate answers if the National Register is to serve the purpose for which it is designed. Because of its close relation to preparations for defence it is confidently expected that you will render all the assistance within your power.

2. Supply of Cards, Instructions and Envelopes, Posters, &c.

Before the opening date of the period fixed for the taking of the Census you should receive from the Commonwealth Statistician, Canberra, A.C.T.—

- (i) a consignment (in one or more parcels) of Cards and Instruction Sheets,
- (ii) a consignment of pre-addressed Envelopes (in one or more parcels), and
- (iii) at least one envelope containing a Poster or Posters.

3. Procedure.

The material referred to above should be dealt with as indicated hereunder :—

(a) **Cards and Instructions.**—The Cards, and Instruction Sheets to guide people in filling in their Cards, must be made available to the public on application at the counter, as from the opening date of the Census period (which will be specified on the Poster). Care should be taken to see that everyone obtaining a Card also obtains an Instruction Sheet. The Cards and Instruction Sheets should not be issued indiscriminately, and reasonable inquiries might be made where necessary as to the names of the persons for whom they are intended. Cards and Instruction Sheets should not be issued in bulk except in very special cases, and then only when the authority of the person demanding the bulk supply to obtain cards on behalf of others is clearly evident to you or some other responsible officer. It is important that this instruction should be strictly followed, otherwise there may be danger of waste and of the supply of Cards falling short of requirements.

(b) **Envelopes.**—Care should be taken to see that everyone obtaining a Card and Instruction Sheet also obtains an Envelope. The number of Envelopes supplied will not be as great as the number of Cards supplied, as it is anticipated that there will be a greater spoilage of Cards, while some Envelopes may be used to enclose two or more Cards. The instructions already given with regard to the indiscriminate issue of Cards apply equally to Envelopes.

The Cards, Instruction Sheets and Envelopes are to be made available between the dates shown on the Poster referred to in paragraph (c) below. To provide for those people who have omitted to obtain their Cards within the specified time, a small supply should be kept available, particularly during the few days following the close of the Census period. Further instructions will be issued at a later date with regard to the disposal of any surplus stock. It is pointed out now, however, that there will be a continuing obligation on persons reaching the age of 18 years and on immigrants to furnish returns from time to time, so that it will be necessary always to keep a small supply on hand. This matter will be dealt with more fully in a later communication.

(c) **Poster(s).**—You will receive fairly shortly, from the Commonwealth Statistician, Canberra, A.C.T., an envelope containing a Poster measuring 20 in. x 12½ in., which must be exhibited in a conspicuous position at your office immediately on receipt, and displayed until further notice. Should any further supply of Posters be received, they should be dealt with in accordance with the instructions printed thereon.

4. Acknowledgments of Receipt.

Each package of material forwarded to you will contain a pre-addressed acknowledgment card which should be checked off, signed, dated and posted by return mail to the Commonwealth Statistician at the address printed on the card. **This is important.**

5. Extra Supplies of Cards, Instruction Sheets and Envelopes.

If, during the period in which the Census is being taken, your supply of Cards, Instruction Sheets or Envelopes appears to be falling dangerously low, you should communicate immediately (by "collect" telegram if necessary) with the ★
who will arrange for the forwarding of an extra supply. **All requests for extra supplies should state the number of each type of article required.** In the case of post offices situated a long distance from the capital city, an effort should be made to borrow supplies temporarily from a neighbouring post office, or to obtain extra supplies from the main post office in the nearest large centre. Postmasters receiving such requests should comply as far as possible and, if necessary, replenish their own stocks from the capital city.

6. Failure to Receive Supplies.

(a) Should you fail to receive, two days before the beginning of the period during which the Census is to be taken, your supply of Cards, Instruction Sheets, Envelopes and Poster(s), you should communicate immediately with the ★

(b) Should your supplies not have arrived by the beginning of the Census period, as shown on the Poster, you should **post up a suitable notice in a prominent position, indicating when supplies are expected.** When supplies are actually received, the notice should be amended to that effect. An endorsement should be made on the main Poster indicating the local closing date for the posting of Cards. **This will be 14 days after the date on which the cards first become available at your office.**

7. National Register Cards and Papers are Post Free.

Your attention is invited to the fact that all papers provided for by the proposed Act or its Regulations may be transmitted through the post **free of charge**, subject to any Postal Regulations. The envelopes containing such papers will be endorsed with the words "Post Free" and the words "National Registration Act 1939".

8. Important.

This circular should be retained carefully pending the taking of the Census, and should be filed with any other Special Circulars that may be issued on this subject. It is to be regarded as strictly confidential pending the passage of the National Registration Bill through Parliament.

V. E. BUTLER,
Acting Deputy Director, Posts and Telegraphs.

★ Postal address :

Telegraphic address :

Telephone number :

GENERAL POST OFFICE,

STRICTLY CONFIDENTIAL.

SYDNEY.

15th June, 1939.

The Postmaster,

NATIONAL REGISTER SPECIAL CIRCULAR.

(15th June, 1939.)

This circular amends "National Register Special Circular" of 19th May, 1939, in a number of respects. Please read it carefully in conjunction with the first Special Circular.

The National Registration Act 1939 has now been passed, but it provides for a general **Census of Property as well as for the Personal Census** of male persons aged 18 and under 65 referred to in the first Special Circular. As a result of this change, it now becomes necessary to issue you with a supply of Property Cards, which are to be made available to the public in the same way as the Personal Cards. The "Instructions" relating to both cards are being printed on the same Instruction Sheet, one side of which relates to the Personal Card and the other to the Property Card. It is anticipated that the supplies of envelopes which are now in course of delivery will be sufficient to meet all demands from persons filling in either or both Personal and/or Property Cards in the smaller centres, but **further** supplies of envelopes are being sent to a selected number of post offices serving large populations. Postmasters who are to receive an **extra** supply of envelopes will be advised in a separate communication.

The time for the taking of the Census (both Property and Personal) has now been fixed as the period between the 17th and 29th July, 1939.

It would be greatly appreciated by the Commonwealth Statistician if you would make yourself familiar with **both cards and both sets of instructions** for the purpose of offering such advice and assistance as may be sought by persons filling in their returns.

2. Supply of Cards, Instructions and Envelopes, Posters, &c.

Under the new arrangements you should receive from the Commonwealth Statistician, Canberra, A.C.T., **before the 17th July**—

- (i) a consignment (in one or more parcels) of Personal Cards, Property Cards and Instruction Sheets,
- (ii) a consignment of pre-addressed Envelopes (in one or more parcels), and
- (iii) one envelope containing a Poster or Posters.

Note.—Post Offices which are to receive more than one consignment of Envelopes will be specially advised to this effect.

3. Procedure.

The material should be dealt with as follows :—

- (a) **Cards and Instructions.**—The Cards (Personal and Property) and Instruction Sheets must be made available to the public on application at the counter as from the opening date of the Census period, viz., Monday, 17th July, 1939. Care should be taken to **see that everyone obtaining a Personal Card or Property Card also obtains an Instruction Sheet.** The advice given in the first Special Circular with regard to indiscriminate issue should be observed.
- (b) **Envelopes.**—Care should be taken to see that everyone obtaining a Card (or Cards) and Instruction Sheet also obtains an Envelope. Both the Personal Cards and the Property Cards may be returned to the Statistician in the one Envelope, **and the public should be advised to this effect.** As the number of Envelopes supplied to post offices will not be as great as the number of Cards supplied, care should be taken to limit the issue of Envelopes to the minimum of legitimate requirements.

The Cards, Instruction Sheets and Envelopes are to be made available to the public on application as from the opening of business on 17th July, 1939. While the Census period ends on 29th July, Cards, &c., should continue to be issued on application even after the closing date. Please note instructions in the first Special Circular with regard to the keeping of supplies available for late applicants and persons who become liable to furnish a Personal Card on reaching the age of 18 or entering Australia from overseas.

(c) **Poster(s).**—Posters are now being forwarded, and should be dealt with in accordance with the instructions previously given.

4. Acknowledgments of Receipt.

The instructions previously given should be followed. **This is important.**

5. Extra Supplies of Cards, Instruction Sheets and Envelopes.

The instructions previously given should be followed.

6. Failure to Receive Supplies.

(a) Should you fail to receive, before Friday, the 14th July, your supply of Personal Cards, Property Cards, Instruction Sheets, Envelopes and Poster(s), you should communicate immediately with the COMMONWEALTH STATISTICIAN, SYDNEY.★

(b) Should your supplies not have arrived by the 17th July, you should **post up a suitable notice in a prominent position, indicating when supplies are expected.** When supplies are actually received, **the notice should be amended** to that effect. An endorsement should be made on the main Poster indicating the local closing date for the posting of Cards. This will be **14 days after the date on which the Cards first become available at your office.**

7. National Register Cards and Papers are Post Free.

8. Important.

This circular should be retained carefully pending the taking of the Census of Persons and Property, and should be filed with the Special Circular dated 19th May, 1939, and any others that may be issued on this subject.

V. E. BUTLER,

Acting Deputy Director, Posts and Telegraphs.

Note Specially !

★ *Postal address : Commonwealth Statistician, Sydney.*

Telegraphic address : Commonwealth Statistician, Sydney.

Telephone number : B 5754.

(All communications with regard to supplies of material are to be sent to this address.)

N.R.15.

Postmaster-General's Department,

General Post Office,

BRISBANE.

16th June, 1939.

The Postmaster:

NATIONAL REGISTER SPECIAL CIRCULAR.

(16th June, 1939.)

EXTRA SUPPLY OF ENVELOPES.

I refer to National Register Special Circular dated 15th June, 1939 (with which this communication is being enclosed).

You will be forwarded a second consignment of National Register Envelopes in addition to those referred to in National Register Special Circular dated 19th May. The extra number supplied will be indicated on the acknowledgement card(s) enclosed with the parcel(s), and will be approximately from one-quarter to one-third the number supplied in the first consignment.

Should this second consignment fail to arrive by the 14th July please follow the instructions given in paragraph 6 of Special Circular dated 15th June, 1939.

F. V. BECKE,

Acting Deputy Director, Posts and Telegraphs

N.R.19.

Postmaster-General's Department,
General Post Office,
SYDNEY.

10th July, 1939.

THE POSTMASTER,
(at the Post Office named on the envelope).

NATIONAL REGISTER SPECIAL CIRCULAR.

(10th July, 1939.)

This circular is supplementary to the "National Register Special Circular" of 15th June, 1939.

/with Enclosed herewith[#] you will find a supply of National Register "Change of Address" cards which is estimated to be sufficient to meet your requirements for at least twelve months. The cards are to be made available to the public on application at the counter, and a pre-addressed envelope should be handed out with each card. For the time being, the envelopes to be used for this purpose are those already supplied for the purpose of returning National Register Cards. At a later date, it is probable that you will be supplied with envelopes of a more suitable size, and possibly bearing a different address. The public has already been notified that the cards will be available as from the 31st July, but they should be made available immediately on receipt.

An Acknowledgment Card is being enclosed^M with the "Change of Address" cards, and should be posted back to the Commonwealth Statistician, Canberra, on receipt of the cards.

Your attention is called to the extracts from the National Registration Act 1939 and the Regulations thereunder, which are printed on the back of the cards themselves.

A further Special Circular will be sent shortly advising you of the action to be taken with regard to surplus stocks of Personal and Property Cards, Envelopes and Instruction Sheets. This material should be preserved carefully pending the receipt of further instructions.

V. E. BUTLER,
Acting Deputy Director, Posts and Telegraphs.

* Should no Acknowledgment Card be received in this envelope, you should assume that the quantity of cards is too large to be enclosed herewith, and that they are being forwarded from Canberra under separate cover.

N.R. 43.

POSTMASTER-GENERAL'S DEPARTMENT,
GENERAL POST OFFICE,
PERTH.

18th August, 1939.

The Postmaster,

(at the Post Office named on the envelope.)

NATIONAL REGISTER SPECIAL CIRCULAR.

(18th August, 1939.)

1. I am enclosing herewith a new National Register Poster (N.R. 39) and a postcard addressed to the Commonwealth Statistician, Canberra, showing the position of stocks of National Register material remaining in your possession (N.R. 42).

2. Your attention is called to the following sections of the *National Registration Act 1939* :—

“ 21. Any male person who, after the taking of the first census under this Act—

(a) attains the age of eighteen years ; or

(b) being not less than eighteen years, nor more than sixty-five years, of age, arrives in the Commonwealth or in a Territory of the Commonwealth for the purpose of residing therein for more than twelve months,

shall, within thirty days after his attainment of the age of eighteen years or within thirty days after the date of his arrival, as the case may be, obtain, fill in and furnish to the Commonwealth Statistician a form in accordance with that contained in the Second Schedule to this Act.”

“ 22. Any male person who has attained the age of eighteen years, or who, after the commencement of this Act, attains the age of eighteen years, and has not attained the age of twenty-one years shall, within thirty days of any change occurring in his address, notify that change of address in the prescribed manner.”

3. In order to comply with the Act, it will be necessary for Personal Cards, Instruction Sheets and Envelopes to be kept on hand and made available to the public on application at the counter until further notice. There will be a continuing demand for cards, &c., from persons attaining the age of eighteen years, and permanent new arrivals in the Commonwealth. There will also be a certain demand during the next few months from persons who have not yet furnished their Personal and Property Cards.

4. **Stocks of Material.**—It is most important that the “ stock record card ” should be completed accurately as at the 31st August, 1939, and returned without delay to the Commonwealth Statistician. The purpose of the card is primarily to ascertain the present position of your stocks, but it is also desired to ascertain the net quantity of material issued through your office as a guide for any future action. You should be particularly careful to adjust the record correctly for inter-office transfers of material.

Under item 1 enter the quantities originally issued to you by the Commonwealth Statistician. Under item 2 enter the quantities subsequently issued by the Commonwealth Statistician together with any quantities obtained from other post offices. Under item 3 enter the total of any quantities issued by you to other post offices or returned to the Commonwealth Statistician or other issuing authority. Under item 4 enter the stocks of each item still in your possession on the 31st August, 1939. (If the quantities are considerable it will not be necessary to count every article. A close estimate should be made, either by weighing (or measuring) the quantities of material, and multiplying the results by a conversion factor ascertained by weighing (or measuring) **and** counting a sample of each article.) For item 5, subtract the “ sub-total ” of items 3 and 4 from the “ Total Available ”, which should give the quantity of each item issued to the public over the counter at your office.

Should your present stocks be regarded as excessive for anticipated future demands, you will be advised accordingly. If no further communication is received, all the material should be carefully preserved to meet future demands.

5. Further Supplies of National Register Material.—If your supplies of National Register material fall at any time to a point below anticipated demands in the ensuing twelve months, you should communicate immediately with the Deputy Director, stating the stocks on hand and the numbers of each article required. This applies also to "Change of Address" cards and any new envelopes therefor which may be issued in the future.

6. "Change of Address" Cards.—The instructions given in National Register Special Circular of 10th July, 1939, should be carefully observed. No record of stocks of "Change of Address" cards is asked for at present.

7. New Poster.—The new National Register Poster (N.R. 39) should be substituted for the National Register Census Poster (N.R. 11), which may now be destroyed. The new Poster should be exhibited in a conspicuous position, immediately on receipt, and should be displayed until further notice.

8. Property Cards.—While the period of the Census of Property has now expired, many extensions have been granted, particularly to business firms, accountants, solicitors, &c. It is thus probable that there will be a moderate demand for Property Cards for some time to come, and supplies should be kept available. Cards should be issued to reputable business people, even in bulk, without very close inquiry.

9. A message has been received from the Commonwealth Statistician asking me to thank all Postmasters and other postal officials concerned with the distribution and collection of National Register cards for the very fine work they have performed in connexion with the National Register Censuses.

F. W. ARNOLD,

Deputy Director, Posts and Telegraphs.